



Ho-Chunk Nation

Job Description



TITLE: Clinic Physician		JOB CODE: CLMD
GOVERNMENT – EMPLOYEE		EEO: 2
PAY GRADE: 46		FUNDING SOURCE: NPD/IHS
Exempt	Flex	NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 © and shall be subject to a background investigation as a condition of employment.

POSITION OVERVIEW

Clinic physician (MD or DO) will provide patient care within the scope of their specialty to the Ho-Chunk Nation Department of Health service population in a primary care environment using a multidisciplinary approach when applicable. Primary care clinical guidelines will be updated regularly and adhered to in order to provide outstanding patient care.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide direct patient care
 - a. Conduct history and physical, assess, and treat. Review medications, past medical history, and family and social histories. Arrange for appropriate follow-up.
 - b. Document patient care encounter in electronic health record within 72 hours of patient encounter.
 - c. Refer to specialists for patients requiring services not offered at the clinic or conditions outside of scope of practice and co-management.
 - d. Order and provide initial interpretation of laboratory and x-ray studies.
 - i. Refer to outside facilities for further diagnostic and screening tests as needed.
 - ii. Notify patient of laboratory or imaging study results in timely manner.
2. Complete necessary annual continuing medical education (CME) to meet state practice and board certification requirements.
3. Work with students (NP, PA, medical) and residents (family medicine, pediatrics, internal medicine) as clinical preceptors to enhance their education and hone their primary care skills.
4. Participate in peer reviews twice per year, quality improvement projects, monthly provider meetings and other accreditation activities.
 - a. Develop best practices in a primary care setting according to updated, evidence-based clinical guidelines.
5. Comply with applicable state, federal, and tribal legal and professional requirements in the practice of medicine and surgery on a daily basis.
6. Comply with state and federal drug laws, as applicable and regulated by the State Medical Board, Board of Pharmacy, the Drug Enforcement Agency (DEA), and the Food and Drug Administration (FDA) on a daily basis.
7. Immediately report any potential or actual medical practice liability issue OR all actions taken by professional boards/organizations concerning licensure, such as investigations, to the Medical Services Director.
8. Perform other duties as assigned.



JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans; implements operating plans
Supervisory Accountability	None
Organizational Accountability	Manages sub-unit of department
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives, regulatory authorities, with outside and inside customers
Freedom to Act	Operates with significant independence and subject to general input from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Graduate from an accredited U.S. Medicine and Surgery program with either an M.D. or D.O. degree.
2. Graduate from an accredited residency-training program in a primary care specialty of their choice.

ESSENTIALS:

1. Possess or be eligible to obtain a State of Wisconsin medical license within four (4) months of hire.
2. Possess or be eligible to possess a controlled substance registration certificate from the Drug Enforcement Agency.
3. Be board qualified or board certified by an American Board of Specialty (Family Medicine, Internal Medicine).
4. Possess a valid driver's license, dependable transportation, and proper auto insurance.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must be able to maintain strict patient confidentiality.
2. Ability to utilize mature judgement, self-discipline, tact, and ingenuity in maintaining effective working relationships with staff members and/or the general public.
3. Ability to work with a diverse population in a positive manner and with a team orientated approach.
4. Ability to work in accordance with established policies and procedure, department guidelines, federal and state rules and regulations, and medical standards of care.
5. Must be able to interact with other departments within the Tribe in the spirit of compromise.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.

WORKING CONDITIONS

1. Majority of work is in primary care clinic setting providing patient care services; occasionally will be doing health related activity in community setting.
2. Administrative duties comprise about 10% of time in a given week.